

Application and Testing Process

If you want to be a Police Officer for the City of Sheboygan, our selection process is as follows:

1. SUBMIT EMPLOYMENT APPLICATION:

The Sheboygan Police Department conducts a continuous application process. Applications may be submitted at any time. The applications from LESB eligible applicants will be retained on file until the next most screening is conducted.

Applications that are submitted will be retained and eligible to be included in hiring process for 1 year.

Applications are available at the Sheboygan Police Department website at www.sheboyganpolice.com. In addition, applications will be made available at the Human Resources Department at Sheboygan City Hall, 828 Center Ave., Suite 201, Sheboygan, WI.

Applications can be submitted by either

- a. Completing the online .pdf application and emailing that application to spd@sheboyganwi.gov. Digital signatures will be required on this form.
- b. Mailing completed applications to:
Captain Steve Cobb
Sheboygan Police Department
1315 N 23rd St, Suite 101
Sheboygan, WI 53081

Applications will be screened to identify the most qualified applicants to be invited to participate in the pre-employment interview process.

2. PRE-EMPLOYMENT INTERVIEW & ASSESSMENT: Application scores are assigned in the screening process. A panel of staff evaluators from the Sheboygan Police Department will conduct interview with the top scoring applicants. The exact number of interviewees will be determined for each Assessment Center, as it is a function of the number of applications received. There are multiple phases of the interview process. Candidates may be required to complete examinations designed to test their mental alertness and/or problem solving ability.

Our Next assessment will take place JUNE 11th, 12th and 13th, 2018.

3. POLICE AND FIRE COMMISSION INTERVIEW: Candidates who achieve a satisfactory score in the assessment center will be invited to interview before the City of Sheboygan Police and Fire Commission. The Police and Fire Commission shall have access to information from the candidate's application, personal history questionnaire and assessment center. The Police and Fire Commission shall then advise the Chief of Police which applicants the Commission has determined to be acceptable for employment and in what order they would like employment offers to be made. Candidates who were not deemed acceptable for employment will be notified in writing by the Captain of Administration.

4. BACKGROUND INVESTIGATION: Prior to a recommendation from the Chief of Police to the Police and Fire Commission that an applicant be hired from the hiring list, the Chief of Police shall interview the applicant and a thorough background investigation shall be conducted. After completion of the Chief's interview and background investigation the Chief of Police shall make a hiring recommendation from the hiring list and seek approval to move forward with the hiring from the Police and Fire Commission.

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5. **CONDITIONAL OFFER OF EMPLOYMENT:** As vacancies occur and after receiving approval from the Police and Fire Commission, the Chief of Police shall notify the appropriate candidate of their conditional offer of employment. This offer of employment shall be conditional subject to the successful completion of the following: Medical Examination and Drug Screen, Pre-placement functional test of physical fitness and agility, Vision examination (Correctable to 20/20) and a Psychological Examination. Agency required physical; medical; vision and psychological examinations are provided at no cost to the applicant.

